CASH RECEIPTS USER MANUAL 1

APPROVING A CASH RECEIPTS DOCUMENT 1

INTRODUCTION 1

TO APPROVE A CASH RECEIPTS DOCUMENT 1

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INTRODUCTION

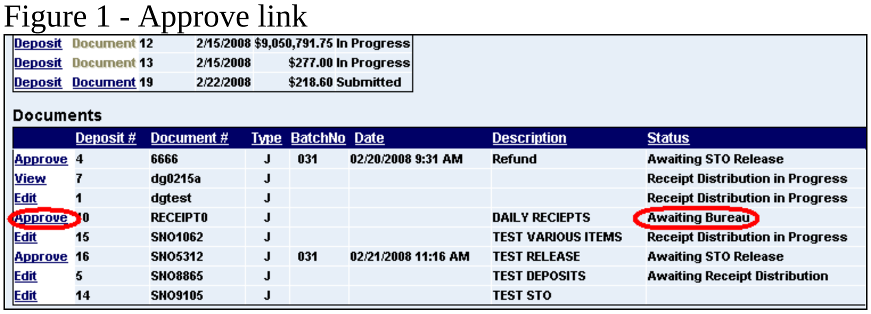
The approver(s) will select a document from the **Status** screen, review the fiscal coding, review or add any scanned attachments, and then approve the document. The **Batch #** will be automatically assigned and is displayed at the top of the screen. Transactions with the transaction code of 27B, 10R, or 10P require Division of Financial Management (DFM) approval. When finally approved, the State Treasure's Office will release the document to STARS or return it to the agency.

The Cash Receipts administrator will create the number of and names of the approval levels, so they will be unique to each agency.

TO APPROVE A CASH RECEIPTS DOCUMENT

1. On the **Status** tab in the **Documents** section, click the **Approve** link next to a document number. The **Approval** screen will open

Figure 1 - Approve link



Deposit	Document	12	2/15/2008	$9,050,791.75	In Progress
Deposit	Document	13	2/15/2008	$277.00	In Progress
Deposit	Document	19	2/22/2008	$218.60	Submitted

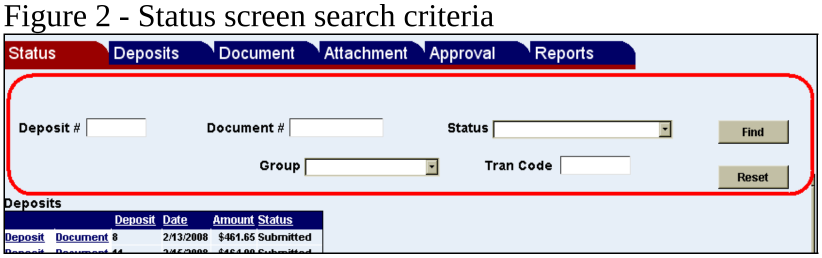
Documents

	Deposit #	Document #	Type	BatchNo	Date	Description	Status
Approve	4	6666	J	031	02/20/2008 9:31 AM	Refund	Awaiting STO Release
View	7	dg0215a	J				Receipt Distribution in Progress
Edit	1	dgtest	J				Receipt Distribution in Progress
Approve	10	RECEIPT0	J			DAILY RECIEPTS	Awaiting Bureau
Edit	15	SNO1062	J			TEST VARIOUS ITEMS	Receipt Distribution in Progress
Approve	16	SNO5312	J	031	02/21/2008 11:16 AM	TEST RELEASE	Awaiting STO Release
Edit	5	SNO8865	J			TEST DEPOSITS	Awaiting Receipt Distribution
Edit	14	SNO9105	J			TEST STO	

To search for documents (see the Cash Receipts Status document for more details):

a. Select or enter search criteria (e.g., **Document #**, **Status**, **Tran Code**, etc.).
b. Click **Find**.

Figure 2 - Status screen search criteria



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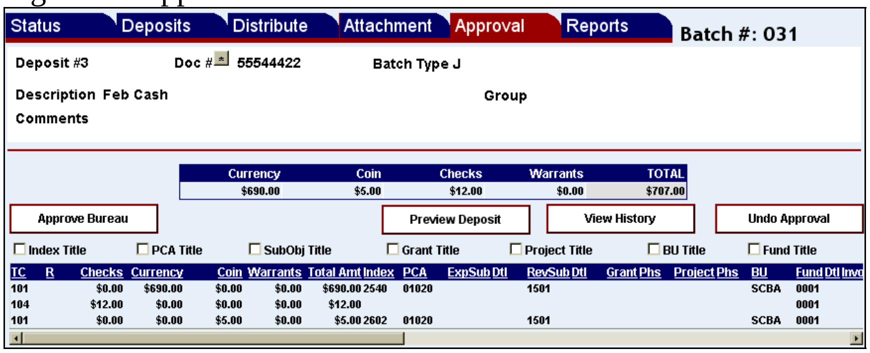
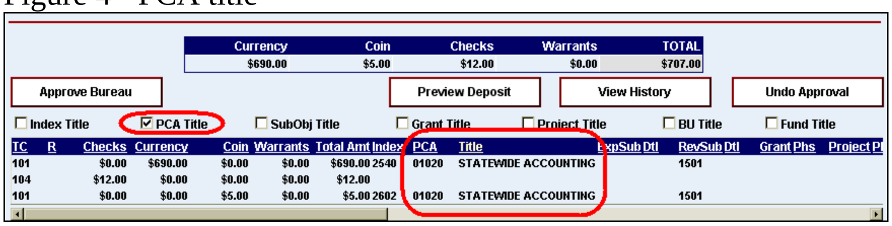
2. The document details and the distribution grid will be displayed on the **Approval** screen.

Figure 3 - Approval screen



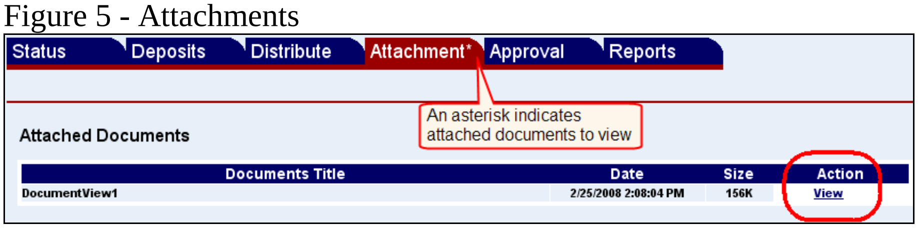
3. To view more information about the fiscal coding of a document, check the 'title check box' for a fiscal code to display its descriptive title. For example, check **PCA Title** to display the title of the PCA code. Uncheck a 'title check box' to hide its title.

Figure 4 - PCA title



4. If there are attached documents to view for the document, an asterisk will appear on **Attachments** tab. You can also add a new or additional attachment. See the To Add Scanned Documents document.
   a. Click the **Attachments** tab.
   b. Click **View** for each attachment to open a separate window.
   c. When finished viewing the attachments, click the **Approval** tab.

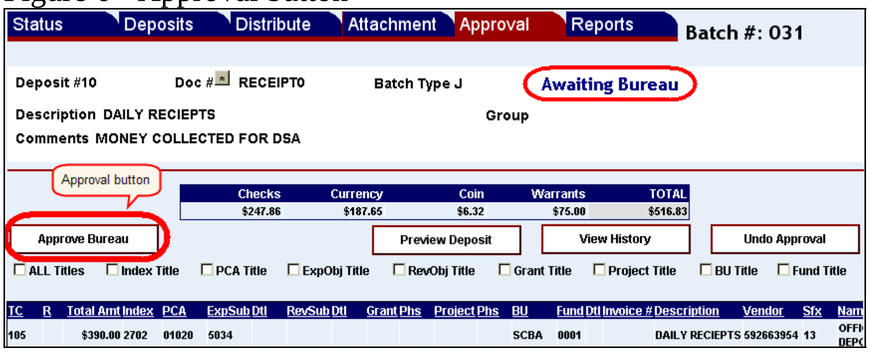
Figure 5 - Attachments



5. When satisfied with the document, click the **Approval** button (the name of the actual button will be set up by your Payment Services administrator).

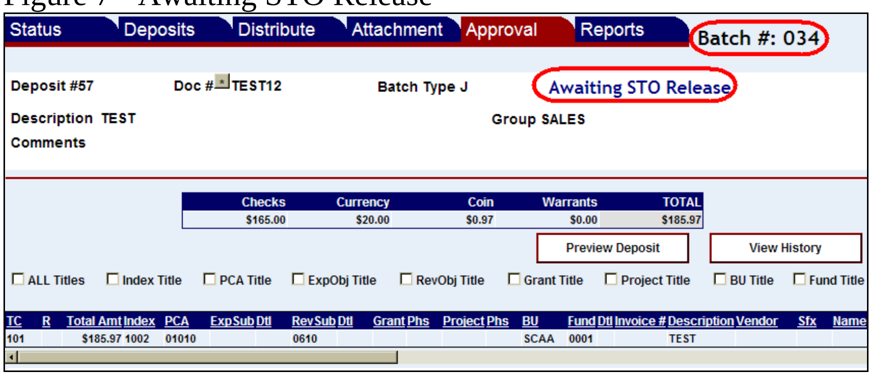
- Click **View History** to view the *approval history* of the document.
- Click **Undo Approval**, select the approval level or distribution to which you want to return the document, and then click **Save**.

Figure 6 - Approval button



6. When the final agency approval level is complete, the document will have a status of either **Awaiting STO Release** or **Awaiting DFM Release** and no more Approval buttons will be displayed. NOTE: Transaction codes 027, 10R, and 10P require DFM approval.

Figure 7 - Awaiting STO Release



Note the **Batch #**. A Cash Receipts transaction is assigned a batch number when it goes to DFM or STO. That batch number is sent to STARS. The **Batch #** will change when a transaction created by the agency is uploaded to STARS. (The *range* of batch numbers used for your agency is set by the Cash Receipts administrator.)

7. If the deposit is to be taken to STO, click **Preview Deposit** and print two copies of the deposit. Take both copies to STO with your deposit.